

RECORDS RETENTION AND DISPOSAL SCHEDULE

CALVERT COUNTY

Engineering Department

AGENCY

DIVISION

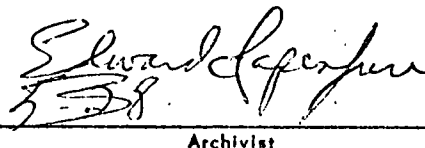
Item No.	Description	Retention
1.	<u>HIGHWAY PROJECTS FILE</u> This file contains correspondence, applications for acceptance of dedicated right-of-ways, plans, plats, bonds, deeds, and other related papers for each subdivision or road as required; arranged alphabetically by project title.	Retain permanently.
2.	<u>CONSULTANTS, CONTRACTORS AND SUPPLIERS FILES</u> This file is currently maintained for information on consultants, contractors and suppliers including brochures, catalogs, pamphlets, correspondence and other material; arranged alphabetically by name or subject.	Retain for three (3) years and as long as the file has continuing value to the office, then destroy.
3.	<u>GENERAL ADMINISTRATIVE FILE</u> Miscellaneous studies conducted by the department are filed in the General File including ordinances, minutes, and notes prepared by various committees, codes, standards and specifications, construction reference material, cost estimate information, information and reports on present and future county funded projects and other related material; arranged alphabetically by title or subject.	Retain for three (3) years and as long as the file has continuing value to the office, then destroy.

Schedule approved by Department, Agency or Division Representative


SignatureCOUNTY ENGINEER
Title4/23/76
Date

Schedule Authorized by Hall of Records Commission

Disposal Authorized by Board of Public Works

5-28-76
Date
Archivist

Date

Secretary

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Item No.	Description	Retention
4.	<u>LANDFILL FILE</u> The landfill file contains correspondence, bid documents, contracts, specifications and daily records and reports with regard to tonnage and yardage relating to site preparation and construction and operation of county projects; arranged alphabetically by name or subject.	Retain for three (3) years and as long as the file has continuing value to the operation of the office, then destroy.
5.	<u>WASTE COLLECTION FILE</u> This file, also known as "Green Boxes," contains correspondence and information relating to obtaining sites and site improvement and maintenance, contracts, hauling and other material on waste disposal; arranged alphabetically by name and subject.	Retain for three (3) years, then destroy.